

Attachment 1
9 December 1954
to LI 40-6-3

~~CONFIDENTIAL~~

VITAL MATERIAL SCHEDULE
Office of Logistics
~~LOGISTICS OFFICE~~

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
1.	Staff D/L	Dept. of Defense Basic Support Agreements and Operating Agreements	Staff D/L	Direct	As completed	Destroy only when instructed	
2.	Admin. Staff	Mission and functions of all elements of SOA	Admin. Staff	Direct	As written or revised	Destroy when superseded	
3.	Admin. Staff	Aliases and Pseudos OL	(FI/NI)				
4.	Admin. Staff	Approved T/O for OL	Admin. Staff	Machine Translation Monthly	Automatic Replacement		
5.	Admin. Staff	Position Inventory for SOA	Personnel Office	Microfilm	Three months	(Subsequent to current month)	
6.	Admin. Staff	Personnel Information Cards	Personnel Office	Machine Run	Three months		
7.	Admin. Staff	OL Annual Final Budget Estimates	AS/B&F Branch	Direct	Annual	Destroy when superseded	
8.	Admin. Staff	OL Instructions and Procedures	AS/R&S Branch	Direct	As issued	Destroy when notified of rescission	
9.	Admin. Staff	Agency Telephone Directory	AS/R&S Branch	Direct	Quarterly	Automatic destruction of directory authorized upon receipt of new directory	
10.	Admin. Staff	List of Couriers	AS/MCB	Direct	As Revised	Destroy when superseded	
11.	Admin. Staff	Plans Applicable to Emergency Relocation Operations	AS	Direct	As Prepared	Destroy when superseded	

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11.	Security Staff	List of Post Office Boxes serviced by MOL	Security Staff	Microfilmed	Annually	Destroy upon receipt of new microfilm	
12.	Security Staff	List of Cleared Personnel (Contractor and Govt. Affiliates)	Security Staff	Microfilmed	Annually	Destroy only when instructed	
13.	Planning Staff	a. Studies on major problems or issues which require considerable time to accomplish the recommended action, or which require coordinated joint action with other Govt. Agencies	Planning Staff (various sections)	Direct copies (microfilm if considered more feasible)	As prepared	Destroy only upon instruction	
14.	Planning Staff	b. Major Base Status Report Material requirements analysis and planning data relating to: a. T/OEA Concepts b. Force Strength c. Base Distribution concepts d. Completed Determinations of Materiel requirements e. Factor tables, weights, cubes and similar planning data	PS/PPB PS/PP/LA	Direct Direct copies	Quarterly As prepared	Automatic Destruction Upon Receipt of New Report Destroy only upon instruction	
15.	Planning Staff	Plans and posters applicable to the emergency relocation operations of the Office of Logistics	Planning Staff	Direct copies	As prepared or modified	Destroy only upon instruction	

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16.	Procurement Division	Contracts, Amendments, Letters affecting Contracts and other documents, such as Findings and Determinations, GSA Form 1036, etc. (This does not include specifications when, for security reasons, they are not made a part of SP files)	PD/Contract Br.	Direct	Currently as prepared	Destroy upon notification of completed payment	
18.	Procurement Division	Ledger, Contracts and other Important Papers on Foreign Arms Procurement Matters.	PD/SPB	Microfilm Ledger - Copies Contracts	Quarterly as received	Destroy only when instructed	
19.	Procurement Division	GSA Procedural letters relating to the establishment and continuation of the General Working Fund for procurement of General Services material and supplies for special items, Region 3	PD/SPB	Microfilm, or copies where possible	As received	Destroy only when instructed	
20.	Procurement Division	Accountings, special procurement, cash advance funds	PD/SPB	Copies	As prepared	Maintain a 3 year level of accountings	
17.	Procurement Division	Vendor Contract Cards (Record By Contractor's Name of Contracts Awarded - Form No. 66)	PD/CB	- 3 - Microfilm	Six Months	Destroy upon receipt of new microfilm	

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21.	Procurement Division	Contracts executed by Special Purchase Branch	PD/SPB	Direct	Copies currently as prepared	Destroy upon notification of completed payment	
22.	Procurement Division	Any written Division operating procedures <i>Application to the company</i>	PD/Off. of the Chief	Direct	As written	Destroy only upon instruction	
23.	Supply Division	Agency Catalogue Publications	SD/ICB	Direct	As published	Withdraw upon receipt of superseding publications	
24.	Supply Division	Stock Accounting Change Letters	SD/ICB	Direct	As published (monthly)	Destroy upon receipt of semi-annual Stock Status Nomenclature Cards (Item 20-37)	
25.	Supply Division	Publications: a. DSMA H 2-3, Federal Supply Classification - Alphabetic Index b. Cataloging Handbook H 6-1, Federal Item Identification Guides c. Cataloging Handbook H 2-1, Federal Supply Classification - Groups and Classes	SD/ICB	Direct	As published (approx. semi-annually)	Withdraw and return upon receipt of superseding publications	

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✓ 26.	Supply Division	Deeds of Trust Registered for Covert Vehicles	SD/SOB/VS	Microfilm	Quarterly	Destroy only upon instruction	
28.	Supply Division	Overall forecasts of materiel requirements (gross) covering a 2 year period, as prepared by operating elements and submitted to IO, Dec. each year	SD/SOB/RS	IBM Tabulation	Annual	To be held for 2 years	
29.	Supply Division	Overall forecasts of materiel requirements (net) covering a 2 year period as completed in June each year	SD/SOB/SMS	IBM Tabulation	Annual	To be held for 2 years	
30.	Supply Division	Schedules of Worldwide Requirements and Assets	SD/SOB/SMS	Copy	As prepared	Destroy when superseded	
31.	Supply Division	Stock Status Files (Includes "In Use", "On Hand", and "On Hand") - MRD # 315-304	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approximately 36M Cards)	
32.	Supply Division/SOB	New Balance Forward Cards (Includes "In Use", "On Hand", and "On Hand") - MRD # 315-304	Machine Records	Machine Run Cards	Each Cut-Off Period	To be held by the Repository until the next semi-annual Stock Status run and then destroyed. (Approx. 8M cards each run)	To be made up each cut-off period (bi-weekly), used by Machine Records to serve their needs, and released for deposit as soon as possible prior to next cut-off
33.	Supply Div/SOB	In Transit Report (MRD # 311)	Machine Records	Machine Tabulation	Monthly	Automatic Replacement.	

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34. 34	Supply Div./SOB	Activity Registers <i>Stock On Hand</i> <i>In Use</i> <i>Nomenclature</i> (MRD # 364, 354, 399)	Machine Records	Machine Run Cards	Each Cut-Off period	To be held until the next semi-annual Stock Status run and then destroyed	Run each cut-off period and deposited with New Balance Forward Cards
35. 35	Supply Div./SOB	Stock Status Nomenclature Cards (MRD # 399)	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approx. 45M Cards)	
36. 36	Supply Div./SOB	Machine Tabulation of Due-In and Due-Out Stock Reports (MRD # 306)	Machine Records	IBM Tabulation	Semi-Monthly	Automatic destruction of report authorized upon receipt of new report	
44. 44	Supply Division	Any written Division operating procedures <i>applicable to emergency re-orientation operations</i>	SD/Office of the Chief of Operations	Direct	As written	Destroy only upon instruction	
45. 45	Transportation Division	Description and Assignment of all passenger carrying vehicles and trucks within the U.S. which are charged to Acct. #100, including certificate of title number	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm	

Item No.	Supply Div./SOB	Description	SD/SOB	IBM Tabulation	Frequency	Disposition
38.	25X1A6a "	Monthly IBM Tabulation, Stock Status Report by Family Groups	SD/SOB	IBM Tabulation	Bi-Monthly	Automatic Destruction Upon Receipt of New Report
39.	"	Stock Status Report (Agency Assets In Stock or In Use at Field Activities)	SD/SOB	Direct	Monthly (Subsequent to Current Month)	Automatic Destruction Upon Receipt of New Report
40.	"	Accountable Stations Quarterly Reports	SD/SOB	Quarterly Direct	Quarterly	Upon Receipt of New Report
41.	"	Vehicle Record Cards	SD/SOB	Microfilm	Six Months	Destroy Upon Receipt of New Microfilm
42.	Supply Div./ Trans. Div./ Carpo. Div.	Shipping Documentation Nomenclatures for TSS Special Items (to satisfy ICC Regs.)	SD/SOB TP/CD	As Written or Revised Direct	As Written or Revised	Destroy when superseded
43.	Supply Div./ Ord. Branch	Militer Package File (Containing Coding, Package Sizes and Contents)	SD/ORB	Direct, as Written (Or Microfilm)	As Written	Destroy only when instructed
44.	"	Carton Specifications (For Weapons and Ammunition)	SD/ORB	Direct	As Written	Destroy only when instructed
45.	"	Dept. of the Army Work Orders (Reflecting condition, packing and serviceability of weapons and ammunition)	SD/ORB	Microfilm to date - Direct copies thereafter	As Written	Destroy only when instructed
46.	Supply Div./ Stg.Op. Br.	Gross & Net Sq. Ft. by Location of Storage Space in Installations Worldwide	SD/STB	Direct	As Written or Revised	Destroy upon receipt of new report.

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46. 46.1	Trans. Division	Declarations of Trust from individuals having Agency-owned vehicles in their possession	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm	
54.	Trans. Division	Any written Division operating procedures plans applicable to emergency relocation operations	TD	Direct	As written	Destroy only upon instruction	
54.2.	RE&C Div.	Deeds	RE	Direct (Photostat)	Copy as completed	Destroy only upon instruction	
54.3.	RE&C Div.	Leases, Construction Contracts & Utility Contracts	RE	Direct (Carbon copy)	Copy as completed	Destroy upon notification of completion	
54.4.	RE&C Div.	Construction Contracts	RE	Direct (Carbon copy)	Copy as completed	Destroy upon notification of completion	
54.5.	RE&C Div.	Utility Contracts	RE	Direct (Carbon copy)	Copy as completed	Destroy upon notification of completion	
54.6.	RE&C Div.	Use Permits	RE	Direct (carbon copy or photostat)	Copy as completed	Destroy upon notification of completion	
64. 64.1	RE&C Div.	Any written Division operating procedures plans applicable to emergency relocation operations	RE	Direct	As written	Destroy only upon instruction	
58.	RE&C Div.	Deeds To Safehouses (Sealed Envelope)	RE&C/SHB	Photostats	As prepared	Destroy only upon instruction	
59.	RE&C Div.	Inventory List of Safehouses (Sealed Envelope)		Direct	Prepared Quarterly	Return to OL as replaced.	

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Item No.	Div. or Staff	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
1	TD	General Planning GSA Personnel Contacts	TD	Direct	Quarterly	Destroy when superceded
48. 2.	TD	<i>Code To</i> Covert Address Listing	TD/CB	Direct	Quarterly	Destroy when superceded
49. 3.	TD	Port Code Designations	TD/CB	Direct	As Prepared	Destroy when superceded
4. 4.	TD	<i>be</i> List of Shipping Channels by Station Cover	TD/CB	Direct	As Prepared	Destroy when superceded
5049. 5.	TD	Outside Contacts Listing: a. Dept. of Defense b. Dept. of State c. Dept. of Commerce d. Dept. of Treasury e. GSA f. Director of Traffic, D.C. g. Commercial Airlines h. Other Commercial Firms	TD/CB	Direct	As Prepared	Destroy when superceded
51. 6.	TD	Form Letters Used by TD	TD	Direct (one copy of each)	As Prepared	Destroy when superceded
52. 7.	TD	Publications: a. GSA Regs, Title 1, Personal Property Management	TD	Direct	As Published <i>as Revised</i>	Destroy when superceded

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Item No.	Div. or Staff	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions
		b. Pertinent Public Laws				
		c. Campbell's Tariff				
		d. Comprehensive Export Schedule				
		e. Air Shipping Digest				
		f. AF-TO-00-85-13				
		g. Highway Mileage Guide				
		h. Shipping Digest				
		i. Official Railroad Guide				
		j. Official Motor Freight Guide				
		k. Official Airline Guide				
		l. Official Steamship and Airway Guide				
		m. The Forwarder				
53.	TD	Tables of Vehicular Allowances	TD / ptc	Direct		Destroy when superceded
2.	TD	Vehicle Status Report	TD	Direct		Destroy when superceded

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